VCLASS ™
Learning Management System
Registry Manual

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ABOUT THE VCLASS^{TM} *LEARNING MANAGEMENT SYSTEM* REGISTRY MANUAL

Overview

This manual was originally commissioned by the Distributed Education Center, a subunit of Internet Education and Research Laboratory, to provide online course delivery advice for the faculty, staff and students of the Asian Institute of Technology who are willing to offer and learn their courses via the Internet.

The registry manual aims to provide registry the functions and features available in the VClass™ Learning Management System for course management and student management.

The purpose of the manual is to provide a reference source for registered online users of the VClass™ LMS. Rather than being read sequentially, this manual should be kept on hand for reference throughout the learning process, as its primary role is to assist with practical implementation of the theory.

Manual Organization

SECTIONS 1-2

It is envisaged that Sections 1-2 of this manual would provide the registry an overview of **VClass™ LMS.** These sections present the advantages of using **VClass™ LMS**, the LMS environment, ways of navigating thru the LMS, system requirements, logging in and logging out.

SECTION 3

In this section the registry is presented with the different functions in **VClass™ Learning Management System.** The functions are discussed in a clear and concise manner.

APPENDICES

Manual Conventions

To make this manual easier to use a number of conventions appear throughout. These conventions are detailed in the table below.

Font Characteristic or Symbol	Description
*	Required field
Steps	Tasks users should perform.
Bold type	A button, link, or field name that can be clicked. For example: Click **OK**.
Italic	A tool name, screen name, or screen element. Also used to reference another document or another section of this document. For example: On the *Welcome* screen, click **Next**.
`Courier font`	Text that user enters, or has entered, into a field or text box. This font is also used for URLs, email addresses and filenames. For example: In the text box, enter: `Syllabus`

Manual Updates

The **VClass Virtual Class Online Network** website address is http://www.vclass.net. There you'will find the latest information on the **VClass™ LMS**, including the latest version of the user manuals and other documentations in PDF format. Please note that the VClass™ LMS Registry Manual is updated periodically.

To report any comments or suggestions regarding this manual, please contact VClass Technical Support at support@vclass.net.

SECTION 1:

VCLASS™ LMS

THE BIG PICTURE

SECTION 1: VCLASS™ LMS – THE BIG PICTURE

VClass™ Learning Management System

The **VClass™ LMS** is an open source e-learning management system. It is specifically designed for delivering online courses through virtual classroom learning or virtual course on demand.

In a virtual classroom setting, there is a synchronous (inter) activity in which students and instructors interact through live voice and video while working together with synchronous collaborative software packages for chat or using VoIP technology.

On the other hand, in the class on demand, the learners use computer and communications technologies to work with remote learning resources, including instructors and other learners, but without the requirement to be online at the same time.

The **VClass™ LMS** itself runs from the server. All of the **VClass™ LMS** gets installed on the server. In the user's computer, a web-browser, real media player, and other softwares the user may need to do his tasks should also be installed.

From the user's point of view, **VClass™ LMS** is a web site. To use the system, the instructor, students, registry and administrator basically need computers connected to the Internet's World Wide Web and accounts on the **VClass™ LMS** server.

The **VClass™ LMS** was developed by the Distributed Education Center, a subunit of Internet Education and Research Laboratory, at the Asian Institute of Technology. The system was first released in its entirety on the Internet under the name, **Web Class On Demand** or **WCoD**.

Learning about the VClass LMS Environment

Before using the VClass™ LMS, it is best to become familiar with the *VClass™ LMS* environment. There are a number of screen features that are common to all areas of *VClass™ LMS*. To navigate quickly and efficiently, it is helpful to understand the layout and function of these screen features.

There are three features that are common to every screen in *VClass™ LMS*. They are:
- *Main Menu*
- *Sub Menu*
- *Content Area*

The *Main Menu* lists all the eight functions available for the registry in the *VClass™ LMS*. Clicking on a function would navigate to the function page.

The functions in the *Main Menu* may have subfunctions. Once a function is selected, its subfunctions will be displayed in the Sub Menu. Clicking on these subfunctions would navigate to the subfunction page.
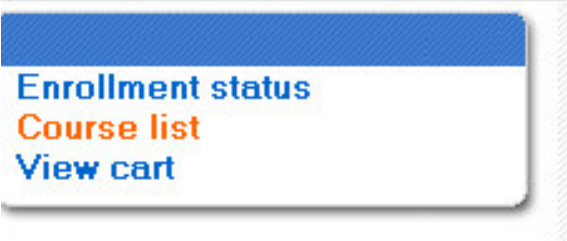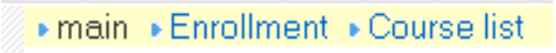
The *Content Area* displays the function and subfunction pages that appear when accessed through one of the items in the *Main Menu* or *Sub Menu*. Function and subfunction pages contain specific content or features.

Navigating within the VClass LMS

The *VClass™ LMS* contains several ways to navigate from one page to the next. Only the material in the content area changes when moving to a new page. The *Main Menu* and the *Sub Menu* are always available for quick access to the functions and subfunctions.

The table below describes each navigation tool available in the *VClass™ LMS*.

Navigation Tool	Description
Main Menu 	Click on a function in the *Main Menu* to navigate to a function page. Top-level navigation is always available no matter what page appears in the content area. Selected function is highlighted.

Sub Menu	Click on a subfunction in the *Sub Menu* to navigate to the subfunction page. Subfunctions are specific for each function in the *Main Menu*. Selected subfunction is highlighted.
Enrollment status Course list View cart	
Button Search Enroll	Click a button to navigate to a page within the VClass LMS. In addition, buttons execute functions.
Path ▸ main ▸ Enrollment ▸ Course list	Click one of the hypertext links in the navigation path to access a page. The navigation path is found at the top of pages allowing users to quickly return to the previous page that led to the current page.

What You Will Need In Using the VClass?

The following is a list of requirements to use *VClass™ LMS*.

- **VClass™ LMS Server** – the system administrator of your institute or organization is the one responsible to install and setup the **VClass™ LMS** in your server.
- **Computer** –1Ghz CPU, 128 MB ram, 20GB harddisk, CD-ROM drive, network card, soundcard and speakers.
- **Internet Connection** – a minimum speed of 56kbps is recommended.
- **Web Browser** – Internet Explorer 5.0 or above, Netscape 6.0 or above
- **Other Softwares** - RealPlayer 10, J2SE Runtime Environment version 5.0

Please refer to the VClass™ LMS Installation and Configuration user's manual for further information.

SECTION 2:

BASIC SKILLS
AND CONCEPTS

SECTION 2: BASIC SKILLS AND CONCEPTS
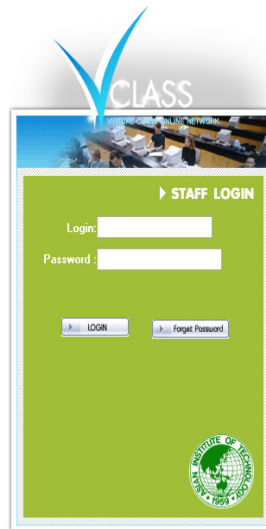
Overview

This chapter covers a number of basic skills and concepts that apply to all **VClass™ LMS** registry functions.

Logging into the VClass™ LMS

The registry can login to VClass™ LMS using a valid login name and password as assigned by the administrator.

The diagram below is the staff login page. Staff includes instructor, registry and administrator.

To login as registry of the *VClass™ LMS:*

Step 1   Enter the URL for the *VClass™ LMS* into your Web browser. Entry page will appear.
Step 2   Click on Staff icon from the entry page. Staff login page will appear as shown above.
Step 3   Enter login name and password.
Step 4   Click **Login.**

Avoid Using Back and Forward Buttons

Users are probably accustomed to using the Back and Forward buttons on the web browser to go back to a previous page or to undo a "go back" operation. You will do best if you do not use your browser's Back and Forward buttons while navigating through **VClass™ LMS**. Instead, click on the buttons and hyperlinks provided on the web pages. That way you will be sure to see an up-to-the- minute view of your **VClass™ LMS** classroom.

Logging out from the VClass™ LMS

Clicking on the **Logout** button from the *Main Menu* enables the registry to exit from **VClass™ LMS** completely.

SECTION 3:
VCLASS™ LMS
REGISTRY FUNCTIONS

SECTION 3: VCLASS™ LMS REGISTRY FUNCTIONS

Overview

VClass™ Learning Management System consists of eight separate areas called functions. Each registry function consists of sub-functions for course and student management.

In this section

This section discusses the eight registry functions.

Function	Description
Home	Registry can view the system announcements.
Courses	Registry can new create courses and manage individual courses.
Search	Registry can search for registered users, either students or staff.
Students	Registry can create new students, handle admission and course enrollment, and manage individual students.
Reports	Registry can view student grades and enrolment report for each class.
Personal	Registry can view and modify his personal profile and set the language used in VClass LMS
Communications	Registry can communicate with other users.
Settings	Registry can set school categories, reasons for enrollment/admission rejection, and grade symbols.

HOME FUNCTION

Overview

When the registry logins successfully, the Home function page will be shown. If the System administrator has posted general announcements, all users will be able to view these in the Home function page. Announcement details include date announcement was posted, the announcement, and type.
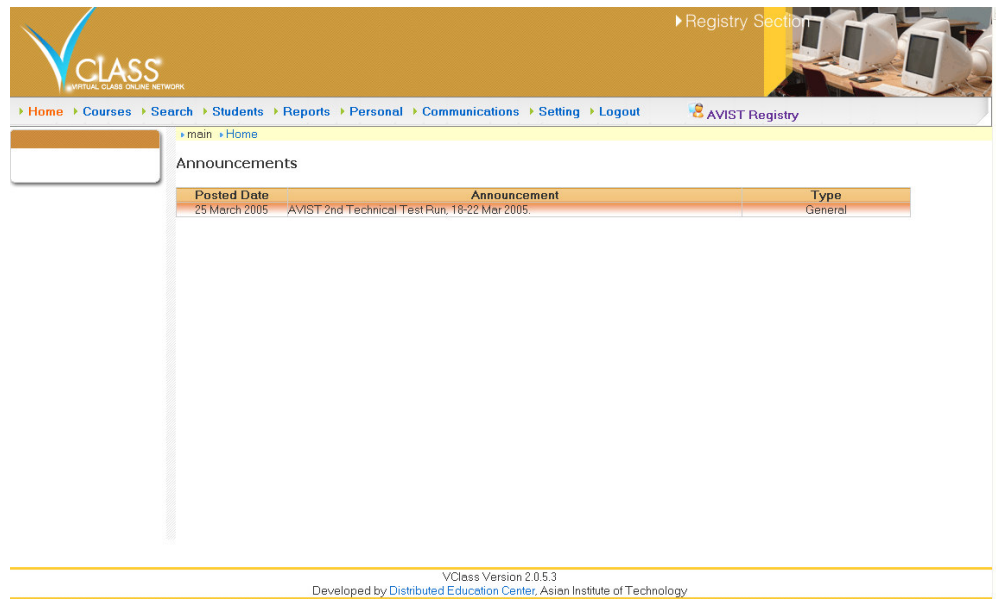
To find this page

Follow the steps below to open **Home** function page.

Step 1	Login to the VClass™ LMS
Step 2	Click **Home** function on the *Main Menu*. By default, Home function page is displayed after logging into the VClass™ LMS

COURSES FUNCTION

Overview

Registry creates new courses and manages individual courses using the Courses function. Individual course management includes updating of course information, assigning instructors to the course, and scheduling classes. Registry can only create courses in the local node.

The courses are listed by node and school.

Course List for the selected node and school is displayed. The list details information for each course.

Course Info	Description
Course No.	Course number of enrolled course
Course Title	Course title of enrolled course.
Action	The options available are Open and Del. Clicking on Open will allow the registry to access the course. Clicking on Del will delete the course from the course list.

To find this page

Follow the steps below to open **Courses** function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Courses** function on the *Main Menu.*

Functions

The following table describes the functions available from this page.

To…	Then…
view the *Course List*	Select *Node* from the drop-down list. Select School from the drop-down list. *Course List* will display the courses offered in the selected node and school.
access a course	View the *Course List.* Select a course to access and click **Open**. The course webpage will be displayed. Registry can manage the course using the Courses subfunctions available in the *Courses Sub Menu*: Update Courses, Instructors, Classes.
delete a course	Select a course to delete. Click **Delete**. *Course List* will be updated with the selected course deleted.
create a new course	Click **New Course** on the Courses *Sub Menu*. Create New Course page will be displayed.

Courses Sub-Functions

The table below details the subfunctions of the **Courses** function. These sub-functions will be discussed separately in detail in the subsections.

Update Course, Instructors and Classes are for the management of individual courses. They appear on the Courses *Sub Menu* after the registry accesses a course.

Subfunctions	Description
New Course	Registry can create new course.
Update Course	Registry can update course information.
Instructors	Registry can assign instructors for the course.
Classes	Registry can schedule classes for the course.

NEW COURSE

Overview

New course subfunction allows the registry to create new courses in the local node.

The figure below shows the New Course page.

To find this page

Follow the steps below to view New Course page.

Step 1   Open the Courses function page.
Step 2   Click **New Course** on the Courses *Sub Menu*.

Fields

The table below details the fields on the New Course page.

Field	Description
Course No * :	Enter course number. This field is required.
Course Title * :	Enter course title. This field is required.
School * :	Select school from the drop-down list. This field is required.

Functions

The following table describes the functions available from this page.

To…	Then…
create a new course	enter values for the fields. Click **OK**. Message will appear: *The course has been created.*

UPDATE COURSE

Overview

Update course allows registry to update course information.

The figure below shows the Update Course page.

To find this page

Follow the steps below to view Update Course page.

Step 1   Access a course.
Step 2   Click **Update Course** on the Courses *Sub Menu*.

Fields

The table below details the fields on Update Course page.

Field	Description
Course Number	Enter course number
Course Title	Enter course title
School	Select the school from the drop-down list
Credits	Enter the number of credits
Course Advertisement	Enter the course advertisement
Rationale	Enter the course rationale
Catalog Description	Enter the catalog description
Course Outline	Enter the course outline
References	Enter references for the course

Function

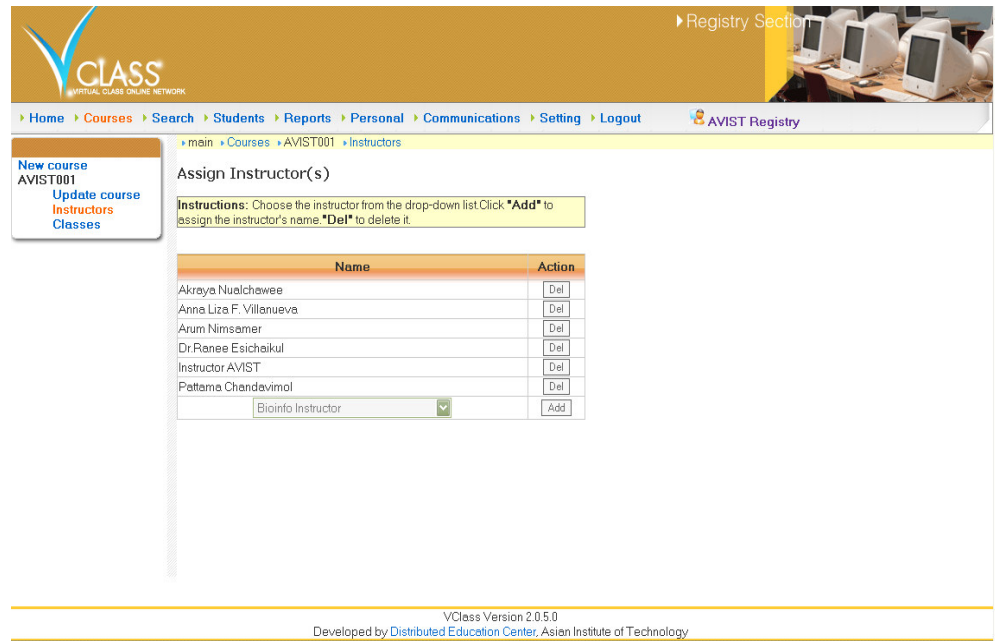The following table describes the functions available from this page.

To…	Then…
update course information	fill in all the fields in the *Course Info* table. Click **OK**. Course Information will be updated.

INSTRUCTORS

Overview

Instructor subfunction allows registry to assign instructors to a course. More than one instructor may be assigned to a course.

The figure below shows the Instructors page.

To find this page

Follow the steps below to view Instructors page.

Step 1   Access a course.
Step 2   Click **Instructors** on the Courses *Sub Menu*.

Functions

The following table describes the functions available from this page.

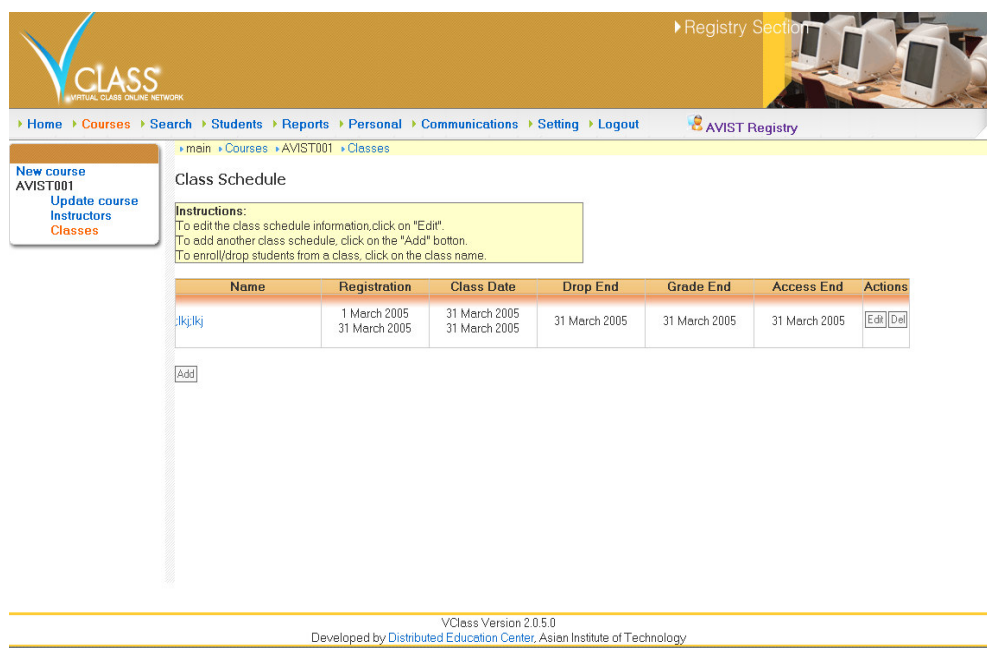| To	Then…
add an instructor	select the name of instructor from the drop-down list. Click **ADD.** The selected instructor will be added to the *Instructor* list.
delete an instructor	select the name of instructor to delete. Click **Del**. The selected instructor will be removed from the *Instructor* list.

CLASSES

Overview

Classes subfunction allows registry to schedule classes for a course. List of classes is displayed with details including name, registration date, class date, dropping period, date of grade submission, last date of course access, and options to edit or delete the class.

The figure below shows the Classes page.

To find this page

Follow the steps below to view Classes page.

Step 1   Access a course.
Step 2   Click **Classes** on the Courses *Sub Menu.*

Functions

The following table describes the functions available from this page.

To	Then…
add a class	click **Add**. Add Classes page is displayed. Enter values for all the fields. Click **Submit.** Message will be displayed: *Course schedule has been added.* To cancel addition of new class, click **Cancel**.
edit a class	Select the name of class to edit. Click **Edit**. Edit Class page will display. Enter new values for the fields to be modified. To save changes, click **OK.** Message will be displayed: *Course schedule has been added.* Click **Continue**. This will display the Class Schedule page, reflecting the modifications in the *Class Schedule* list. To retain previous values, click **Cancel**. This will

	return to the Class Schedule page.
delete a class	Select a class to delete. Click **Del**. Class Schedule list will be updated, with the selected class removed.

Fields

The table below details the fields on adding/editing Class Schedule.

Field	Description
Name	Enter the class name.
Registration Start Date	Click on the calendar icon, and select the starting date of registration.
Registration End Date	Click on the calendar icon, and select the last date of registration.
Course Start Date	Click on the calendar icon, and select the starting date of classes.
Drop Period	Click on the calendar icon, and select the last date for dropping course
Course End Date	Click on the calendar icon, and select the last date of classes.
Grading End Date	Click on the calendar icon, and select the last date for grade submission.
Extend Access Period	Click on the calendar icon, and select the last date for course access.

SEARCH FUNCTION

Overview

Search function allows registry to search for registered users, either students or staff.

The figure below shows the Search function page. By default, Search function page displays People Search sub-function page.

To find this page

Follow the steps below to open Search function page.

Step 1	Login to the VClass™ LMS
Step 2	Click **Search** function on the *Main Menu.*

Search Sub-functions

The table below details the sub-function of the **Search** function. Registry can search for registered users of VClass LMS. These sub-function will be discussed separately in detail in the subsection.

Subfunctions	Description
People Search	Search for all registered users of VClass LMS.

PEOPLE SEARCH

Overview

Registry can search for registered users in the VClass LMS. The People Search sub-function allows registry to search for students or staff via ID or name.

The figure below shows the People Search page.

To find this page

Follow the steps below to view People Search page.

Step 1   Open Search function page.
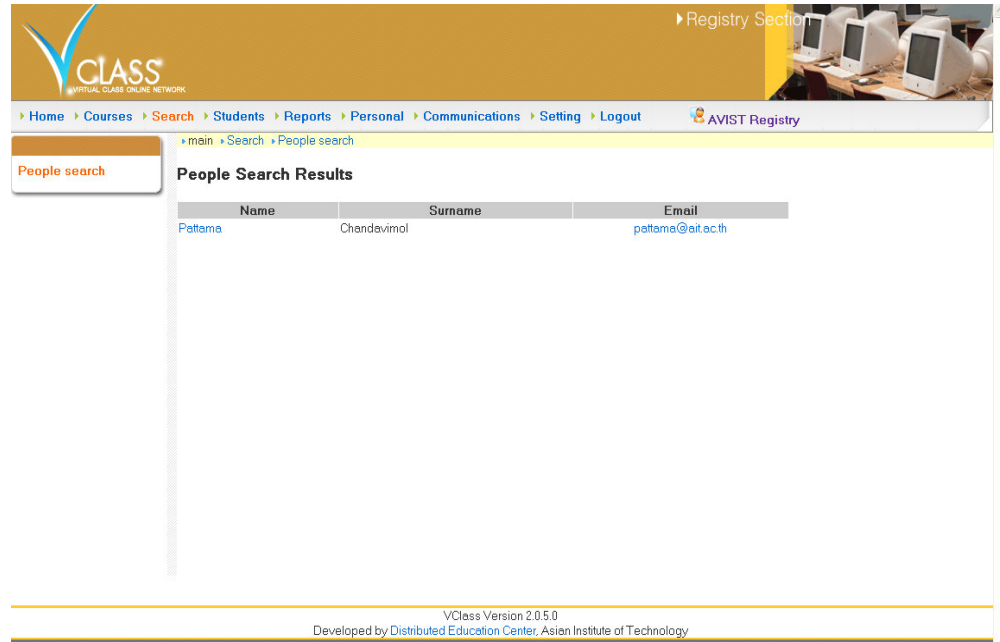**Step 2**   Click **People Search** on the Search *Sub Menu*.

Functions

The table below details how to search for registered users.

To…	Then …
search for students	in the *Search Students* area, enter the ID in *Student by ID* field or name in *Student by name* field. ID or name can be partial or complete. Click **Search**. *People Search Results* table will list all matches.
search for staff	in the *Search Staff* area, enter the ID in *Staff by ID* field or name in *Staff by name* field. ID or name can be partial or complete. Click **Search**. *People Search Results* table will list all matches.

People Search Results

People Search Results table will display all the matches after registry submits a search query. Result details include *First Name*, *Surname*, and *Email*. *ID* no. is shown for student search results. Personal profiles of registered users in the list can be viewed by clicking on the First Name. Emails can be sent to registered users by clicking on the email address.

STUDENTS FUNCTION

Overview

Students function allows the registry to create new students, handle admission and course enrollment, and manage individual students. Management of individual students is done through the subfunctions: Edit Profile, Education, and Enrollment.

The figure below shows the Students function page.
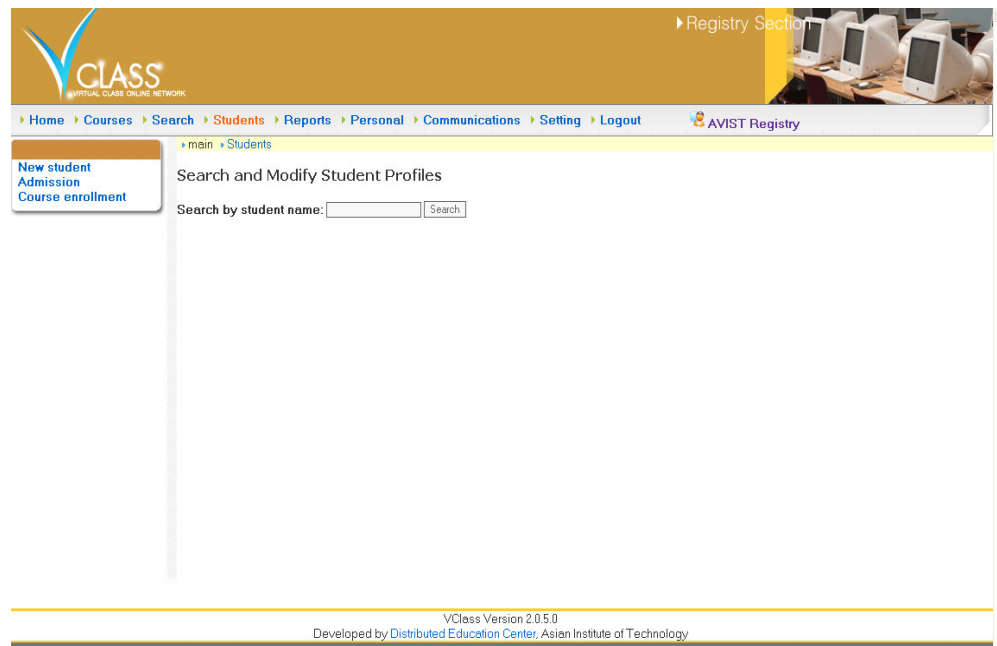
To find this page

Follow the steps below to open Students function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Students** function on the *Main Menu*.

Function

The following table describes the functions available from this page.

To…	Then …
Search for a student to manage	Click **Search** after entering student name in the Search field. Search Result will be displayed. To delete a student: Click **Delete**. To send student application approval by email: Click **SendMail**. To manage a student: Click on student's name. Registry will be able manage student using the Students subfunctions available in the *Students Sub Menu*: Edit Profile, Education, Enrollment.

Students Sub-functions

The table below details the sub-functions of the **Students** function. These sub-functions will be discussed separately in detail in the subsections.

Edit Profile, Education and Enrollment subfunctions are for the management of individual students. They appear on the Students *Sub Menu* after the registry searches for a student or creates a new student.

Subfunctions	Description
New Student	Allows registry to create new student profiles.
Admission	Allows registry to approve, reject or delete admission requests.
Course Enrollment	Allows registry to approve, reject or delete course enrollment requests.
Edit Profile	Allows registry to edit a student profile.
Education	Allows registry to add, edit and delete educational background of a student
Enrollment	Allows registry to enroll, drop and delete courses for a student.

NEW STUDENT

Overview

New Student subfunction allows registry to create new student profile.

The figure below shows the New Student page.

To find this page

Follow the steps below to view New Student page.

Step 1   Open Students function page.
Step 2   Click **New Student** on the Students *Sub Menu*.

Fields

The table below details the fields on *Student Profile*.

Fields	Description
Node	The local node of student.
Role	The user role, i.e., student.
ID	Enter the ID no. of student.
Login	Enter the login name.
Password *	Enter a password. This field is case sensitive. It is a required field.
First Name	Enter the student's first name.
Surname	Enter the student's last name.
Email *	Enter the student's email address.
Address:	Enter the student's address.
City:	Enter the student's city.
Country:	Select the student's country from the drop-down list.
Postal:	Enter the postal code
Home Phone:	Enter the student's home phone number.
Business Phone:	Enter the student's business phone number.

Business Fax:	Enter the student's business fax number
Birthdate:	Enter the student's birth date.
Marital Status:	Select the student's marital status from the radio buttons.
Gender:	Select the student's gender from the radio buttons.
Comment:	Enter comments.

Function

The following table describes the functions available from this page.

To…	Then …
create a new student profile	Fill in values for all the fields in the *Student Profile*. Click **Create**. Message that student profile has successfully been created will be displayed. The subfunctions Edit Profiles, Education, Enrollment can be used to manage the new student.

ADMISSION

Overview

Admission subfunction allows registry to accept, reject and delete student admission requests.

The figure below shows the Admission page.

To find this page

Follow the steps below to view Admission page.

Step 1   Open Students function page.
Step 2   Click **Admission** on the Students *Sub Menu*.

Functions

The table below details the functions available in Admission page.

To…	Then …
display student admission requests by status	Select status from the drop-down list. Status includes **New**, **Rejected**, **All**. Click **Go**. This will display student admission requests for the selected status.

To…	Then …
Approve student admission requests	Display student admission requests, with status **New** or **All**. For Bulk Registration: Select students admission requests to approve by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Accept**. This will display the list of students accepted for admission. Email notification of admission results will be sent to each student, containing valid login name and password. For Individual Registration: Select admission request to approve by clicking on student name. Student Admission Information page, with options to approve or reject, will be displayed. Click **Accept**. *Create Student Profile* page will be displayed. Enter values for all fields. Click **Create**. Message will be displayed: *Profile has successfully been created*. Email notification of admission result will be sent to the student, containing valid login name and password.
Reject student admission requests	Display student admission requests, with status **New**. For Bulk Registration: Select students admission requests to reject by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Reject**. This will display the list of students rejected for admission. Email notification of admission result will be sent to each student, containing reason for rejection. For Individual Registration: Select admission request to reject by clicking on student name. Student Admission Information page, with option to approve or reject, will be displayed. Select reject reason. Enter comment. Click **Reject**. Email notification of admission result will be sent to the student, containing reason for rejection.
Delete student admission requests	Display student admission requests, with status **All**, **New** or **Rejected**. Select students admission requests to delete by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Delete**. This will display the list of deleted admission requests.

COURSE ENROLLMENT

Overview

Course Enrollment subfunction allows registry to approve, reject and delete course enrollment requests.

The figure below shows the Course Enrollment page.

To find this page

Follow the steps below to view Course Enrollment page.

Step 1   Open Students function page.
Step 2   Click **Course Enrollment** on the Students *Sub Menu*.

Functions

The table below details the functions available in Course Enrollment page.

To…	Then …
display course enrollment requests by status	Select status from the drop-down list. Status are **All**, **New, Approved, Rejected.** Click **Go**. This will display course enrollment requests of selected status.

To…	Then …
Approve course enrollment request	Display course enrollment requests, with status **New** or **All**. For Bulk Enrollment: Select students enrollment requests to approve by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Accept**. This will display the list of approved enrollment requests. Email notification of course enrollment results will be sent to each student. For Individual Enrollment: Select course enrollment request to approve, click on Submission Date. Course Enrollment details, with option to approve or reject, will be displayed. Click **Accept.** This will display the details of the enrolled course. Email notification of enrollment result will be sent to the student.
Reject course enrollment request	Display course enrollment requests, with status **New.** For Bulk Enrollment: Select students enrollment requests to reject by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Reject**. Select reason for rejection. Enter comment. List of rejected enrollment requests will be displayed. Email notification of course enrollment results will be sent to each student. For Individual Enrollment: Select enrollment request to reject, click on Submission Date. Course Enrollment Details page, with option to approve or reject, is displayed. Select reason for rejection. Enter comment. Click **Reject**. This will display the details of the course rejected for enrollment. Email notification of enrollment result will be sent to the student.
Delete course enrollment request from the list	Display course enrollment requests, with status **All**, **New**, **Approved**, or **Rejected**. Select students admission requests to delete by clicking on their corresponding checkboxes; to select all, click on topmost checkbox. Click **Delete**. This will display the list of deleted course enrollment requests. Click **Continue**. List of course enrollment requests will be updated.

EDIT PROFILE

Overview

Edit profile subfunction allows registry to modify an existing student profile.

The figure below shows the Edit Profile page.

To find this page

Follow the steps below to view Edit Profile page.

Step 1   Open Students function page.
Step 2   Search for a student to manage.
Step 3   Click **Edit Profile** on the Students *Sub Menu*.

Fields

The table below details the fields on *Student Profile*.

Fields	Description
Node	The local node of student.
Role	The user role, i.e., student.
ID	Enter the ID no. of student.
Login	Enter the login name.
New Password *	Enter a new password. This field is case sensitive. It is a required field.
Retype New Password *	Retype the new password. This should be exactly the same as the new password.
First Name	Enter the student's first name.
Surname	Enter the student's last name.
Email *	Enter the student's email address.
Address:	Enter the student's address.
City:	Enter the student's city.

Country:	Select the student's country from the drop-down list.
Postal:	Enter the postal code
Home Phone:	Enter the student's home phone number.
Business Phone:	Enter the student's business phone number.
Business Fax:	Enter the student's business fax number
Birthdate:	Enter the student's birth date.
Marital Status:	Select the student's marital status from the radio buttons.
Gender:	Select the student's gender from the radio buttons.
Comment:	Enter comments.

Functions

The table below details the functions available in Edit Profile page.

To…	Then …
modify student profile	fill in new values for fields to be modified in the *Student Profile*. Click **Update**. Message will be displayed: *YourProfile has successfully been updated.*

EDUCATION

Overview

Education subfunction allows registry to add, modify and delete a student's educational background.

The figure below shows the Education page.

To find this page

Follow the steps below to view Education page.

Step 1   Open Students function page.
Step 2   Search for a student to manage.
Step 3   Click **Education** on the Students *Sub Menu.*

Fields

The table below details the fields on *Educational Background.*

Fields	Description
Field Name	Select from the drop-down list the field of study.
Degree	Select from the drop-down list the degree.
Institute	Select from the drop-down list the institute.
Year	Select from the drop-down list the year degree was granted.

Functions

The table below details the functions available in Education page.

| To…	Then …
add an educational background	fill in values for fields in *Educational Background*. Click **Add**. New educational background will be added to the list.
edit an educational background	Select an educational background to edit, click **Edit**. Change values of fields to be modified. To make the changes permanent: Click **Save**. To retain previous values: Click **Cancel**.
delete an educational background	Select an education background to delete, click **Delete**.

ENROLLMENT

Overview

Enrollment subfunction allows the registry to view all the courses enrolled by students. The courses are classified into three groups: Graded Courses, Attending Courses ,and Enrollment Courses. Course can be dropped, or deleted. Registry can also enroll students for available courses.

The figure below shows the Enrollment page.
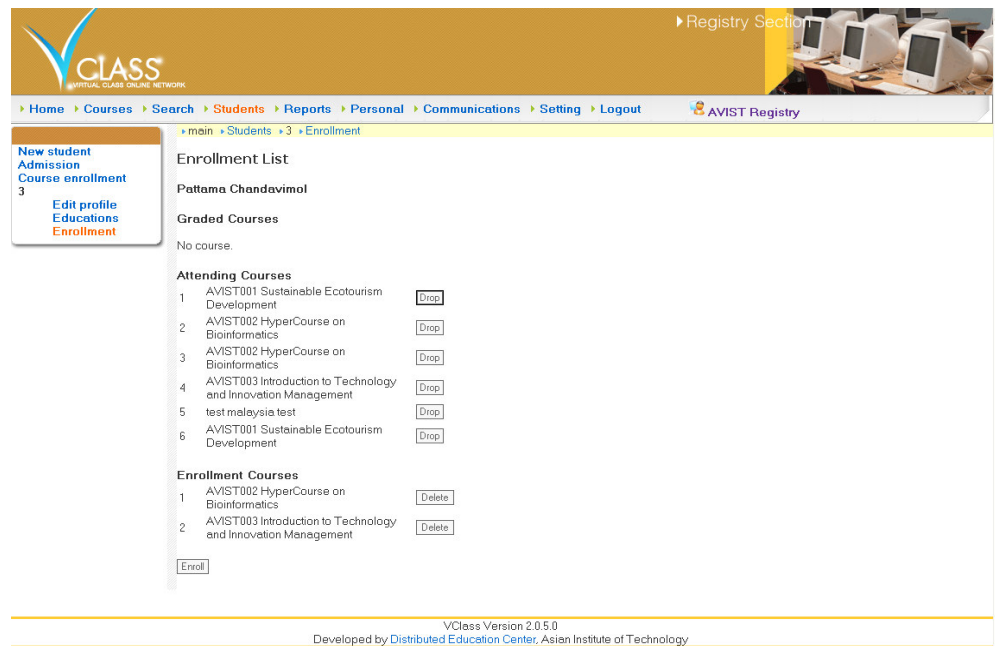
To find this page

Follow the steps below to view Enrollment page.

Step 1   Open Students function page.
Step 2   Search for a student to manage.
Step 3   Click **Enrollment** on the Students *Sub Menu*.

Functions

The table below details the functions available in Enrollment page.

To…	Then …
drop a course	Select a course to drop in the *Attending Courses* list. Click **Drop**. Selected course will be dropped.
delete a course	Select a course to delete in the *Enrollment Courses* list. Click **Delete**. Selected course will be deleted from the list.

| enroll a course	Click **Enroll**. *Courses List* showing all available courses to enroll will be displayed. Click on check boxes of selected courses to enroll. If enrolling for credit tick **yes,** otherwise tick **no.** Click **Enroll.** Message will be displayed: *Enrollment courses complete.* Click **Continue**. Student will be enrolled to the course.

REPORTS FUNCTION

Overview

Registry can view student grades for the classes in each course.

The figure below shows the Reports function page.
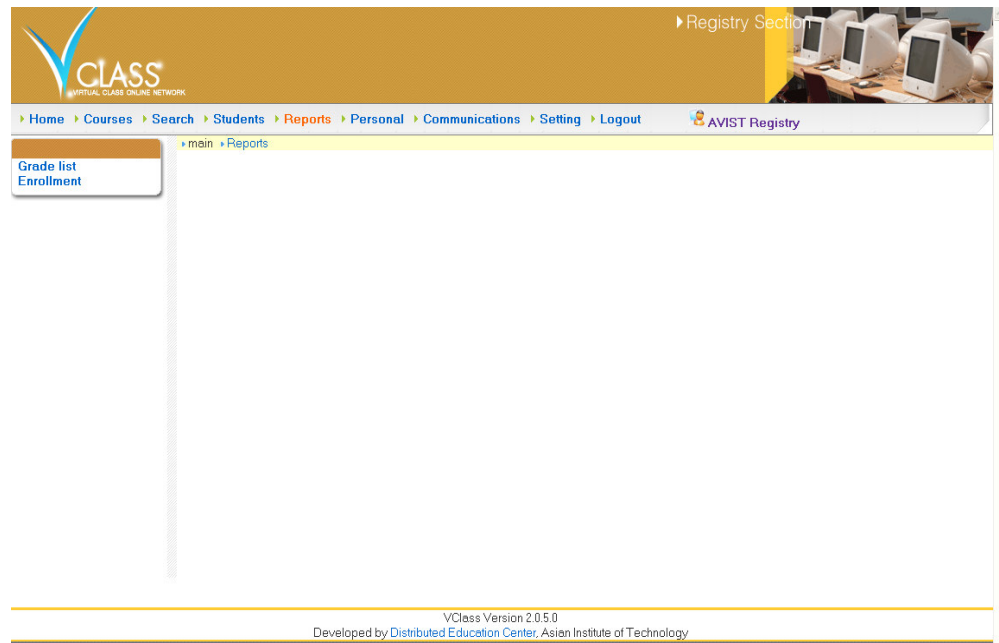
To find this page

Follow the steps below to open Reports function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Reports** function on the *Main Menu.*

Reports Subfunctions

The table below details the sub-functions of the **Reports** function. These sub-functions will be discussed separately in detail in the subsections.

Subfunctions	Description
Grade List	Registry can view student grade list for a class.
Enrollment	Registry can view enrolment report for a class.

GRADE LIST

Grade list subfunction allows registry to view the student grade list for a class.

The figure below shows the Grade List page.
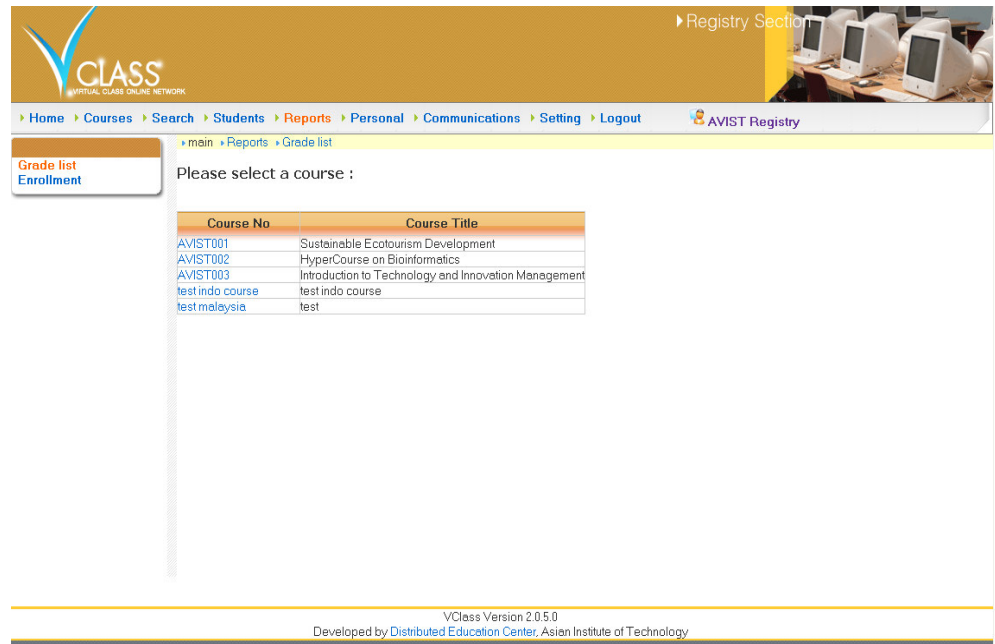
Follow the steps below to view Grade List page.

Step 1   Open Reports function page.
Step 2   Click **Grade List** on the Reports *Sub Menu*.

The table below details the functions available in Course List page.

To…	Then …
View the student grade list for a class	Click on a course no. This will display a class list for the selected course. Click on a class name. This will display the grade list of the students in the class.

ENROLLMENT

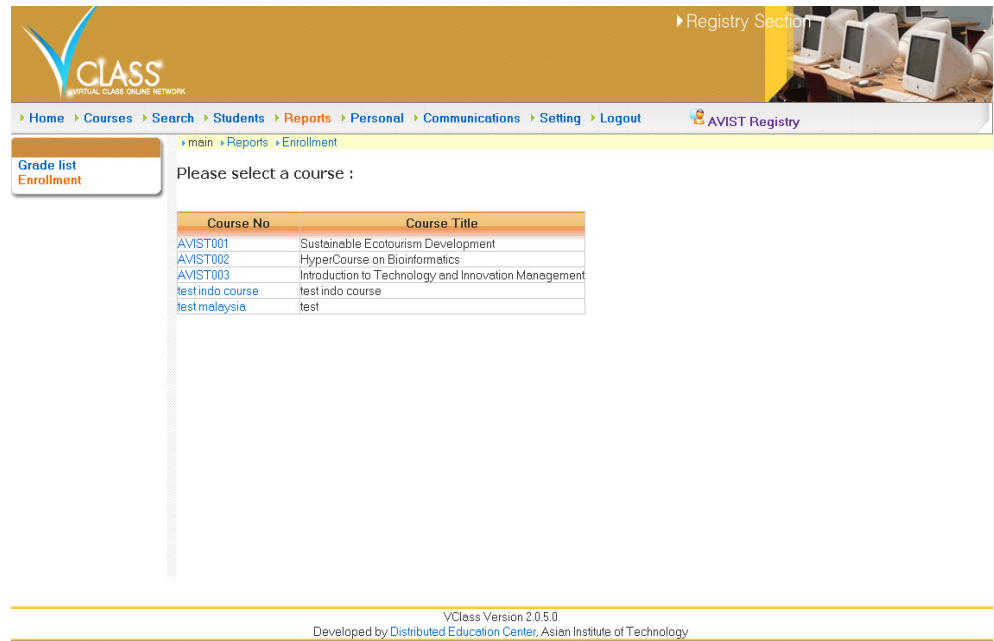Enrollment subfunction allows registry to view the enrollment report for a class. The enrollments are divided into three: New Enrollments, Approved and Rejected.

The figure below shows the Enrollment page.

To find this page

Follow the steps below to view Enrollment page.

Step 1   Open Reports function page.
Step 2   Click **Enrollment** on the Reports *Sub Menu*.

Functions

The table below details the functions available in Course List page.

To…	Then …
View the enrollment report for a class	Select a course, by clicking on its course no. This will display a class list for selected course. Select a class, by clicking on a class name. This will display the enrollment report of the class, which give details on new, approved and rejected enrollments.

PERSONAL FUNCTION

Overview

Personal function allows registry to view and modify their personal profile and to set the language used in VClass LMS.

The figure below shows the Personal function page.

To find this page

Follow the steps below to open Personal function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Personal** function on the *Main Menu*.

Personal Subfunctions

The table below details the sub-functions of the **Personal** function. These sub-functions will be discussed separately in detail in the subsections.

Subfunctions	Description
Personal Profile	Allows registry to view and modify their personal profiles
Language Setting	Allows registry to set the language for VClass LM.S.

PERSONAL PROFILE

Overview

Personal Profile sub-function allows registry to view personal profile and modify it.

The figure below shows the Personal Profile page.

To find this page

Follow the steps below to view Personal Profile page.

Step 1   Open Personal function page.
Step 2   Click **Personal Profile** on the Personal menu

Fields

The table below details the fields on the Personal Profile page.

Fields	Description
Node	The local node of registry.
Role	The user role, i.e., registry.
Login	The login name of registry.
New Password *	Enter a new password. This field is case sensitive.
Retype New Password *	Re-enter new password.
First Name	Enter first name.
Surname	Enter last name.
Email *	Enter email address.
Address:	Enter address.
City:	Enter city.
Country:	Select country from the drop-down list.
Postal:	Enter the postal code
Home Phone:	Enter home phone number.
Business Phone:	Enter business phone number.

Business Fax:	Enter business fax number

Functions

The table below describes the functions available in View Cart page.

To…	Click …
modify personal profile	**update** after entering new values for all fields to modify. Message will be displayed: *Profile has successfully been updated.*

LANGUAGE SETTING

Overview

Registry can select the language used in VClass LMS. Two languages are available, English and Thai.

The figure below shows the Language Setting page.
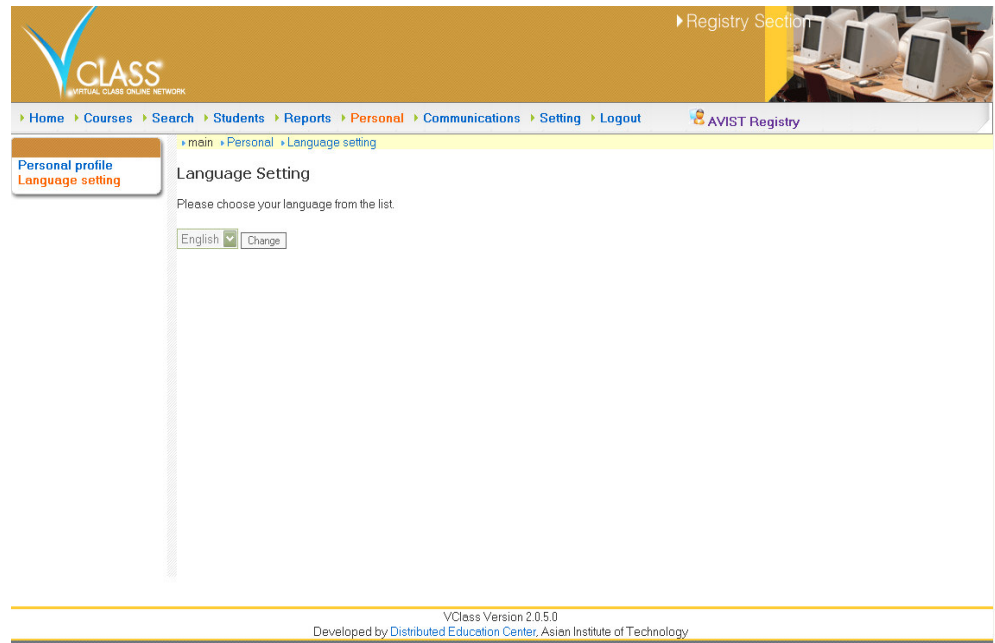
To find this page

Follow the steps below to go to Language Setting page.

Step 1   Open Personal function page.
Step 2   Click **Language Setting** on the Personal menu .

Functions

The table below describes the functions available in Language Setting page.

To…	Then …
change language setting	select English or Thai from the drop-down list. Click **Change**.

COMMUNICATIONS FUNCTION

Overview

Interaction between people within the VClass™ LMS is both *synchronous* and *asynchronous*. For asynchronous communication, users do not have to be logged in at the same time in order to exchange messages. As a registrar, you may post a new discussion topic in the WebBoard sub-function on a Sunday evening. Another user may read the message Monday morning and post a reply. You might read the other user's contribution later that day, and post a follow-up comment the next morning and so on. This method of exchanging messages over a period of hours, days or even weeks is not foreign to anyone who uses ordinary Internet e-mail or even traditional paper letters dropped into the corner mailbox to be delivered by the postal service.

In contrast, the VClass™ LMS Online Chat sub-function, is a *synchronous* communications medium. In order for two people to exchange messages using online chat, they must be logged into the VClass™ LMS at the same time. Because of the synchronous nature of chat, it is always best to schedule a chat session.

Registry can post system announcements and events for all users in the VClass™ LMS. Announcements subfunction allows registry to post system announcements. While Calendar subfunction allows for posting of system events.

To find Communications page

Follow the steps below to open Communications function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Communications** function on the *Main Menu*.

Communications Subfunctions

The table below details the sub-functions of the **Communications** function. These sub-functions will be discussed separately in detail in the subsections.

Subfunctions	Description
Announcements	Allows registry to post system announcements.
Web Board	Allows registry to post topics, read and reply to messages.
Online Chat	Allows synchronous communication with other users who are online.
Calendar	Allows registry to post system events.

ANNOUNCEMENTS

Overview

Registrar can post and delete system announcements. System announcements are displayed in the Home function page for all users.

The figure below shows the Announcements page.

To find this page

Follow the steps below to go to Announcements page.

Step 1   Open Communications function page.
Step 2   Click **Announcements** on the Communications *Sub Menu*.

Functions

The following table presents the functions available to users on Announcement page.

To…	Then …
add an announcement	enter announcement in the *Text* field. Enter the number of days announcement should be posted in *Duration* field. Select *Type* in the drop-down list. Click **Add**. New announcement will be added to the *Announcement List.* This announcement will be displayed in Home function page of all users for the entire duration period.
delete an announcement	select an announcement to delete. Click **Delete**. Announcement will be removed from the *Announcement List.*

WEB BOARD
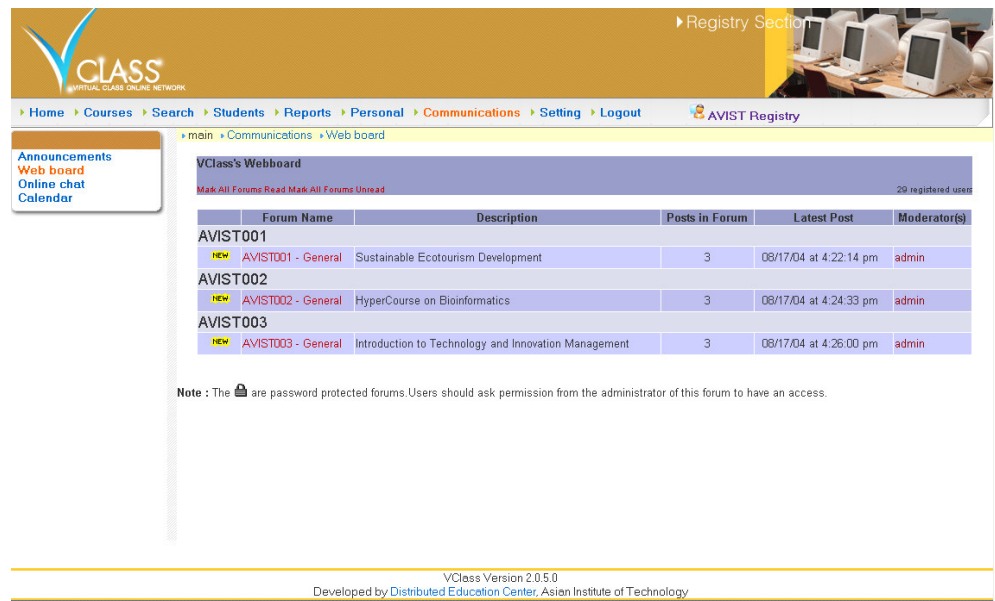
Overview

A web board is a threaded discussion where the registry can communicate with other users without having to be online at the same time.

A forum is automatically created by the system for each course. Registry can access any forum in the system. For password protected forums, permission from the forum administrator forum is needed to have an access.

In a forum, registry can read messages, reply to a message, and post a new topic.

The figure below shows the Web Board page.

To find this page

Follow the steps below to go to the Web Board.

Step 1   Open Communications function page.
Step 2   Click **Web Board** on the Communications *Sub Menu.*

Functions

The following table presents the functions available to users on the Web Board.

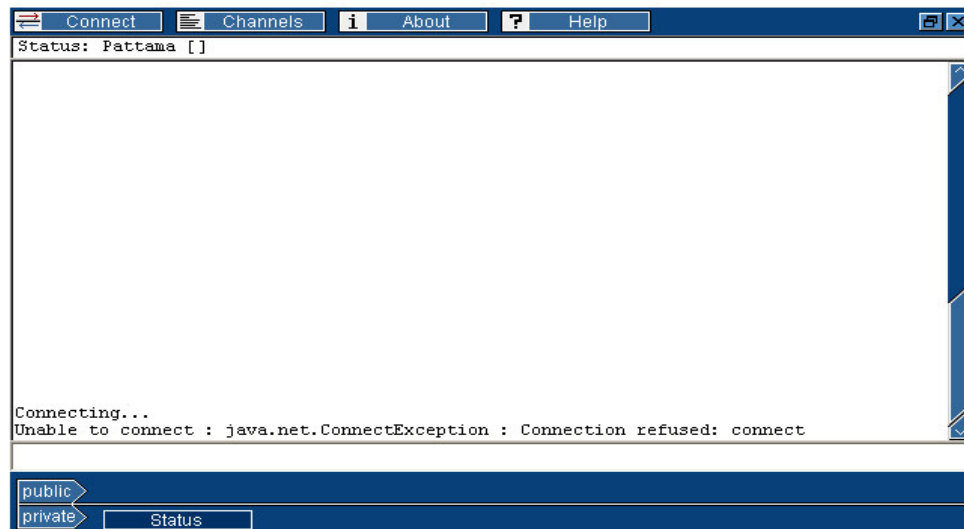| To…	Then …
access a forum	click on a forum name. This will display all the topics/threads in the forum, with their corresponding no. of messages posted, date/time of last message posted, date/time when topic/thread was created, and the person who created the topic/thread.
post a new topic	access a forum. Click on **New Topic** button. This will display a page to make a new post. Enter topic in **Title** box. Enter message to post in **Message** box. Click **Post** button.
read messages	access a forum. Click on a topic/thread name. This will display all messages posted for the topic. To return to course forum main page, click on the forum name link.
post reply to a message	access a forum. Click on a topic/thread name. This will display all messages posted for the topic. Click on **New Reply** button. This will display a page to post a message. Enter message title in the **Title** box. Enter message to post in **Message** box. Click **Post** button.
mark all forums read	click on **Mark All Forum Read** link.
mark all forums unread	click on **Mark All Forum Unread** link.
mark a forum as read	access a forum. Click on **Mark This Forum Read** link.

ONLINE CHAT

Overview

The online chat facility is used for communication among users of VClass LMS having to be online at the same time. VClass Online Chat uses the IRC Java-Applet for its online chat.

Internet Relay Chat or IRC (original code was written by Jarkko Oikarinen) is a multi-user, multi-channel chatting network. It allows people all over the Internet to talk to one another in real-time.

Welcome to VClass online chat. !

```
⇄  Connect     ▤  Channels     ℹ  About     ?     Help                        ⧉ ✕
Status: Pattama []




















Connecting...
Unable to connect : java.net.ConnectException : Connection refused: connect


public
private          Status
```

To find this page

Follow the steps below to go to Online Chat.

Step 1   Open Communications function page.
Step 2   Click **Online Chat** on the Communications *Sub Menu.*

Online Chat Commands

The following table presents the functions available to users on the Online Chat.

To…	Then …
Connect to online chat	click **Connect**. By default, will go to #lobby channel. *Chatters List* displays online users in the channel. Messages from users will appear in the public conversation window.
Enter a channel	Connect to online chat. Click **Channels**. A list of channels will be displayed. Click on a channel name. Or Connect to online chat. Enter `/join #channelname` in channel input area, e.g. `/join #ITCZM.` Changes current channel to the channel specified.

|	
Enter a message in a channel public conversation	Enter a channel. Enter message in the channel input area. Message will appear in the conference.
Open a private window to talk privately to someone	Enter a channel. Click on a user in the chatters list. OR Enter channel. Enter `/query nickname in channel input area.` Private conversation window will appear.
Send a private message to another user	Open a private window to talk privately to someone. Enter message in input area. Message will be sent and will appear in the private conversation window. Replies will appear in same window. Exchanges of messages can be done. OR Enter `/msg nickname message` in channel input area, can be from any channel to any user in any channel. Message will be sent to the private chat window of nickname..
Leave a channel	Type `/leave` #channelname in the channel input area. User will part from the current channel. /part `can also be used.`
Create a new channel	Enter `/join newchannelname in channel input area.` New channel will be created. Window for new channel opens. Chat List contains one user, the chatter who created the channel. *Public* includes new channel button. Other chatters can access new channel.
Invite user to a channel	Enter `/INVITE buddy #channelname` in channel input area. People can only join channel if an operator permits it.
Change nick	Enter `/nick newnickname` in channel input area. Nick will change to newnickname.
Ignore a user	Enter `/ignore username` in the main message box.
Quit from online chat	Click **Disconnec**t. OR Enter `/quit` in input area of any channel. Leaves the chatroom.

CALENDAR

Overview

The calendar sub-function is used to view, search and post events in the system calendar. Only the administrator and registry can post events in the system calendar. Instructors, facilitator and students, can only view and search system events. Class events are not displayed in the system calendar.

System events can be viewed annually, monthly, weekly, daily and by category. By default, the calendar displays all system events. Searching for events by entering keywords and specifying the dates and categories is possible. New system events can be added

The figure below shows the system calendar.
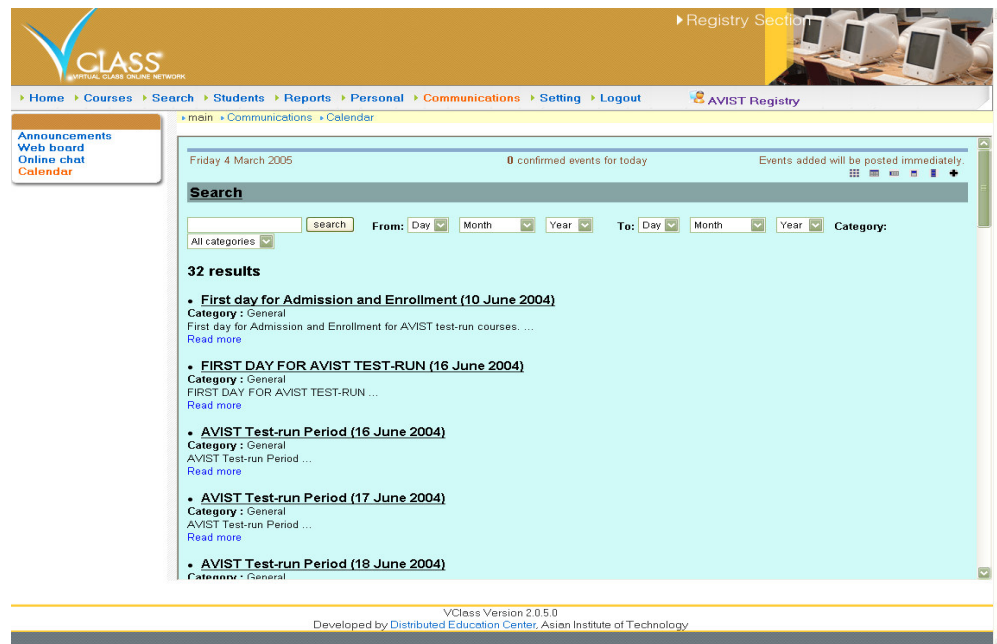
To find this page

Follow the steps below to go to the Calendar page.

Step 1   Open Communications function page.

Step 2   Click **Calendar** on the Communications *Sub Menu*.

Functions

The following table details how to view and search system events in the Calendar.

To…	Then …
view system events	click on a *View* options link. View options include **Current Year**, **Current Month**, **Current Week**, **Today**, and **Categories**. Student can also click on *View* options icons on upper right hand side of the calendar. The events will be displayed annually, monthly, weekly, daily, or by category. By default, the calendar displays an *Event List* including all system events. To view events for a specific category, click **Category** in Event option, on the pop-up window choose category from the drop-down list and click **View**.
search for system events	enter keywords to search. Specify the dates which events have been posted in the **From** and **To** drop-down list. Specify the category in the **Category** drop-down list. Click **Search**.
view details of a system event	in the *Event List*, click on **Read more** link for an event. For annual view, event details cannot be displayed. For monthly view, click on the event name. For weekly and daily views, click on **Read more** link for an event. This will display a pop-up window with event details including the date, time, event category, description, and contact information.
add a system event	Click **Add** on the *Event* options. On the pop-up window, enter values for the fields and select values from the drop-down lists. Click **Add Event**.

SETTINGS FUNCTION

Overview

Registry can set school categories, enrollment rejection reasons, admission rejection reasons, and grade symbols.

The figure below shows the Settings function page.
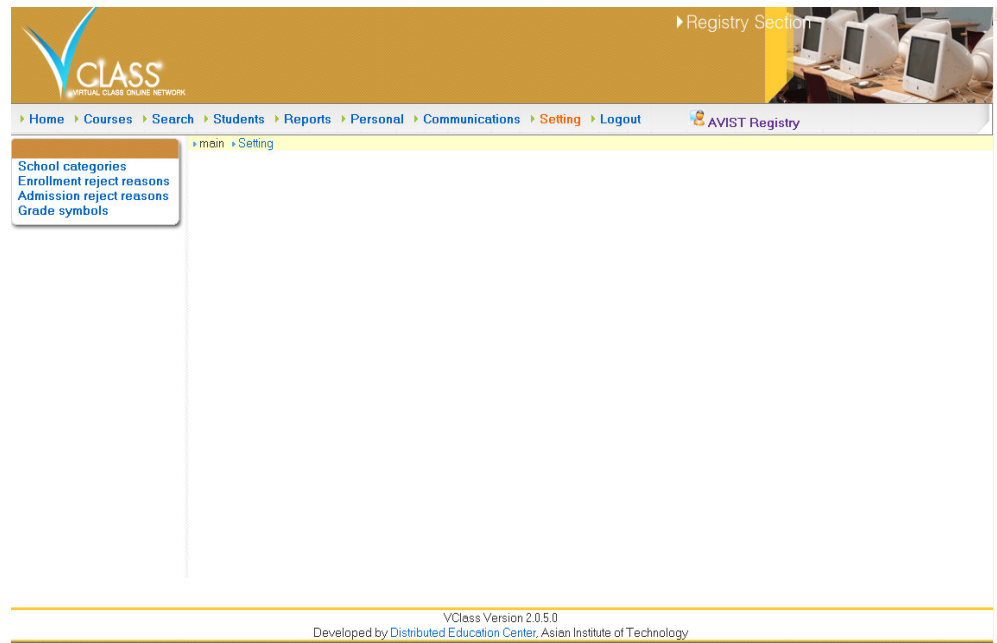
To find this page

Follow the steps below to open Reports function page.

Step 1   Login to the VClass™ LMS
Step 2   Click **Settings** function on the *Main Menu*.

Reports Subfunctions

The table below details the sub-functions of the **Settings** function. These sub-functions will be discussed separately in detail in the subsections.

| Subfunctions	Description
School Categories	Registry can add, edit and delete school categories.
Enrollment Reject Reasons	Registry can add, edit and delete enrollment rejection reasons.
Admission Reject Reasons	Registry can add, edit and delete admission rejection reasons.
Grade Symbols	Registry can set the grade symbols to be used in the node.

SCHOOL CATEGORIES

Overview

School categories subfunction allows registry to add, edit and delete school categories.

The figure below shows the School Categories page.
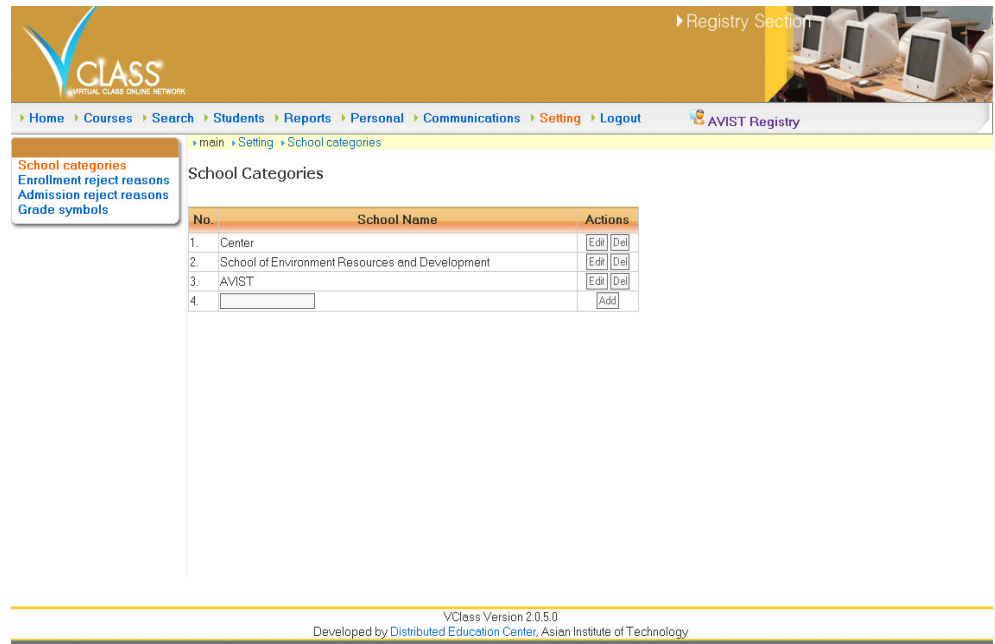
To find this page

Follow the steps below to view School Categories page.

Step 1   Open Settings function page.
Step 2   Click **School Categories** on the Settings *Sub Menu*.

Functions

The table below details the functions available in School Categories page.

To…	Then …
add a new school category	Enter the school name. Click **Add**. New school category is added in the *School Categorie*s list.
edit a school category	Select a school category to edit, click **Edit**. Enter new value for school category. Click **Save**. Change will be reflected in the *School Categorie*s list.
delete a school category	Select a school category to delete, click **Del**. Selected school category is deleted from the list.

ENROLLMENT REJECTION REASONS

Overview

Enrollment Rejection Reasons subfunction allows registry to add, edit and delete enrollment rejection reasons.

The figure below shows the Enrollment Rejection Reasons page.

To find this page

Follow the steps below to view Enrollment Rejection Reasons page.

Step 1   Open Settings function page.
Step 2   Click **Enrollment Rejection Reasons** on the Settings *Sub Menu*.

Functions

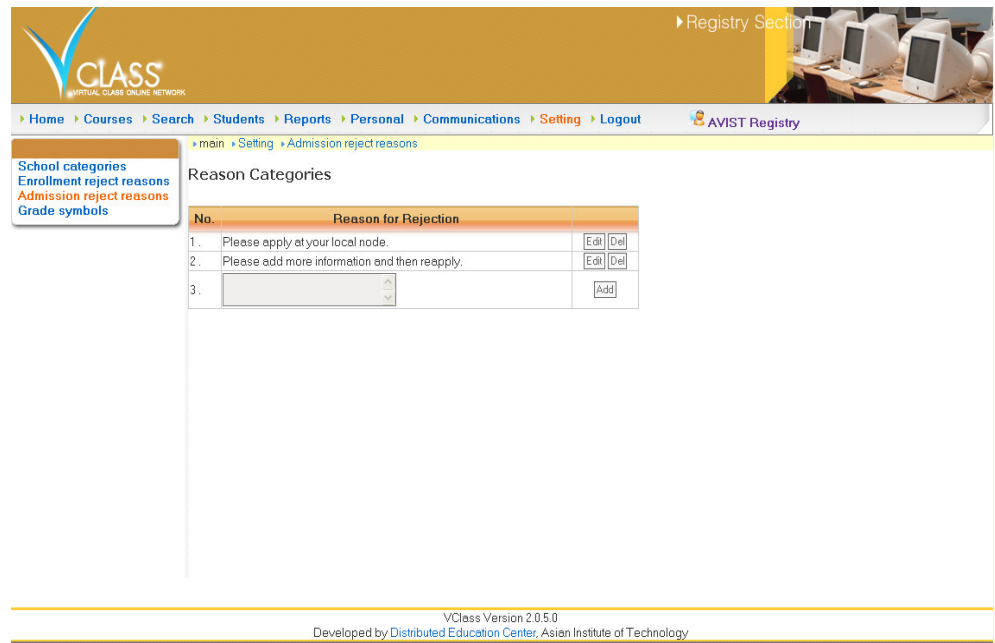The table below details the functions available in Enrollment Rejection Reasons page.

To…	Then …
add a new enrollment rejection reason	Enter a new enrollment rejection reason. Click **Add**. New enrollment rejection reason is added in the *Reason Categori*es list.
edit an enrollment rejection reason	Select an enrollment rejection reason to edit, click **Edit**. Enter new enrollment rejection reason. Click **Save**. Change will be reflected in the *Reason Categori*es list.
delete an enrollment rejection reason	Select an enrollment rejection reason to delete, click **Del**. Selected school category is deleted from the list.

ADMISSION REJECTION REASONS

Admission Rejection Reasons subfunction allows registry to add, edit and delete admission rejection reasons.

The figure below shows the Admission Rejection Reasons page.

Follow the steps below to view Admission Rejection Reasons page.

Step 1   Open Settings function page.
Step 2   Click **Admission Rejection Reasons** on the Settings *Sub Menu*.

The table below details the functions available in Admission Rejection Reasons page.

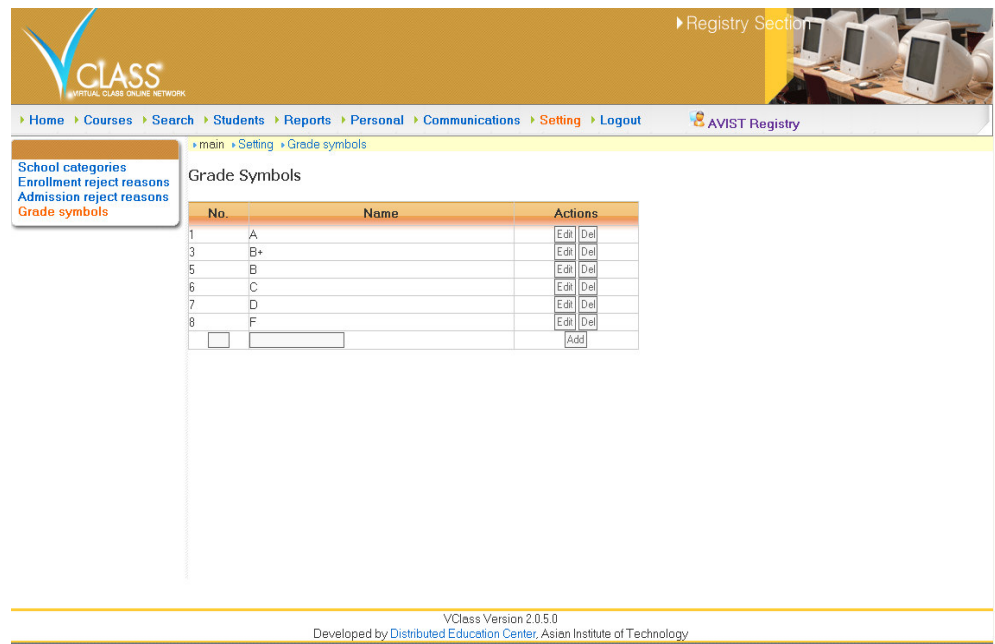| To…	Then …
add a new admission rejection reason	Enter a new admission rejection reason. Click **Add**. New admission rejection reason is added in the *Reason Categori*es list.
edit an admission rejection reason	Select an admission rejection reason to edit, click **Edit**. Modify admission rejection reason. Click **Save**. Change will be reflected in the *Reason Categori*es list.
delete an admission rejection reason	Select an admission rejection reason to delete, click **Del**. Selected admission rejection reason is deleted from the list.

GRADE SYMBOLS

Overview

Grade Symbols subfunction allows registry to add, edit and delete grade symbols. The grade symbols will be used as the final grades in all courses offered in the local node.

The figure below shows the Grade Symbols page.

To find this page

Follow the steps below to view Grade Symbols page.

Step 1   Open Settings function page.
Step 2   Click **Grade Symbols** on the Settings *Sub Menu*.

Functions

The table below details the functions available in Grade Symbols page.

To…	Then …
add a new grade symbol reason	Enter number in *No.* field. Enter grade symbol in *Name* field. Click **Add**. New grade symbol is added in the *Grade Symbols* list.
edit a grade symbol reason	Select a grade symbol to edit, click **Edit**. Enter new values for *No.* and *Name* fields. To make the changes permanent: Click **Save**. Change will be reflected in the *Grade Symbols* list. To retain previous values: Click **Cancel**.
delete a grade symbol reason	Select a grade symbol to delete, click **Del**. Selected grade symbol is deleted from the list.

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